

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : II                      Effective Date :  
Chapter : 4                      Revision Date : 03/19/1976  
Section : 1                      Subject : **APPROVAL OF SPECIAL PROVISIONS FOR INDIVIDUAL PROJECTS**  
Directive : 1

1. **PURPOSE.** The purpose of this directive is to establish a uniform policy to effectively review and approve special provisions prepared for individual projects in order to minimize construction problems, unreasonable requirements, specifying materials that are not locally available, and other problems.
2. **SCOPE.** This directive affects only those special provisions especially prepared for individual projects that are either used once, or very infrequently, and are not reviewed by the Specifications Committee. In the event the special provision in question has been reviewed by the Specifications Committee and approved by the Chief Engineer, then it will be handled as a standard and does not require the approval process described in this directive unless revisions are contemplated.
3. **PROCEDURE.** All special provisions prepared for individual projects, as described in paragraph 2 of this directive, will be prepared and reviewed using the procedure described here in order to assure that there are no conflicts with existing departmental procedures or policies and eliminate unnecessary effort and expenditures.

a. **Materials Requirements:**

Any special provision containing requirements pertaining to materials, whether it be by a full description of the materials properties or by reference to national standards - such as, AASHTO, ASTM, Federal specifications, etc. - the Materials and Research Engineer's and the Chief Construction and Maintenance Engineer's review and approval will be required. In their absence, the Materials Engineer or the Chief Construction Engineer, respectively, will have this authority. These individuals will be expected to communicate with engineers and other personnel in their organizations with expertise in the various fields in this review process.

b. **Construction Requirements:**

Any special provision pertaining to construction. procedures, sequences or practices will require the approval of the Chief Construction and Maintenance Engineer; or in his absence the Chief Construction Engineer.

c. **Design:**

Special provisions pertaining to design requirements will receive the approval of the Chief Location and Design Engineer, or his designee. In the event any of these requirements involve materials requirements, the Materials and Research Engineer (or in his absence the Materials Engineer) will be consulted.

d. **Handling of Traffic:**

Special provisions pertaining to handling of traffic will be written based upon the recommendations of the plan-in-hand party, taking into consideration traffic volume, percentage of traffic having its origin and/or destination within the project limits, cross traffic, and any other consideration which would affect construction sequences, materials to be used and maintenance of traffic to cause the least possible interference with local residences, businesses, common carriers, school buses, and any seasonal agricultural hauling- such as, sugar cane or industrial traffic.

Upon completion of initial draft of the special provisions, the Chief Construction and Maintenance Engineer or Chief Construction Engineer, or his designee, will consult with the Chief Location and Design Engineer, or his designee, and the Traffic and Planning Engineer, or his designee, to determine the adequacy and the applicability of the proposed special provisions to the job conditions under consideration. If any changes of significance are made in the original recommendations of the plan-in-hand party, consultation with the district personnel in the district handling the project will be necessary. This is particularly important if detour routes are considered not previously discussed at the plan-in-hand inspection or review. This will be done immediately following the plan-in-hand inspection and review in order that any phase construction which might affect design can be adequately handled in the contract documents.

**e. Miscellaneous Requirements:**

Special provisions covering various other items not covered in the preceding paragraphs will be reviewed and approved by the head of the division or section assigned the responsibility in the particular area covered by the special provision.

4. **IMPLEMENTATION.** The implementation of this directive will be the responsibility of the Project Control Engineer, or his designee. It will be his responsibility to insure that the proposals containing the special provisions covered under this directive are submitted for review by the responsible section and/or division, and that any revisions requested by any party are referred to the responsible persons described above for their concurrence.

In the event of last minute changes where time is of essence, these contacts may be made by telephone.

The Project Control Engineer, or his designee, in the preparation of any special provision will ascertain if it is in conflict with standard specifications or standard special provisions that are frequently used. If so, he will determine the reasons for the recommended conflict. (It has been noted that consulting engineers and others not familiar with standard specifications or departmental policy attempt to cover a subject with special provisions when, in fact, it is more adequately covered in the standard specifications or standard special provisions; this only lends to confusion and difficulty in project administration.)

Any significant deviation from standard practice will be called to the attention of the Chief Engineer by the Project Control Engineer, as well as any special provisions which affect departmental policy or in conflict with instructions from the Chief Engineer's office will be submitted to him for a decision. In the event of intersectional, interdivisional or disagreements between the district and headquarters which cannot be resolved, the Chief Engineer will be contacted for a decision.

5. **EFFECTIVE DATE.** This directive is to become effective immediately upon receipt on all projects in the letting scheduled for May 1976 and thereafter.

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